

11/13

Chief, Management Staff

November 1956

25X1A9a

Chief, COM Staff (DD/I Area)

25X1A9a

Work Report Week Ending 7 November 1956

Assignments

1. Project 6-43, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DD/P. Completed. Personnel forms, files and career boards in the Department of State were described and the distribution of the forms was compared with the Agency distribution of the same forms. The location of CIA personnel files prior to the establishment of a central personnel office was described and related to the question of the feasibility of decentralizing the official personnel file to the third echelon (e.g. Area Division, DCI, PI Staff, Commo, etc.)

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25X1A6a 2. NS-1070, Establishment of Position in [REDACTED] Bureau and Elimination of Position in [REDACTED] Bureau, [REDACTED] O. Completed.

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Assignments Active This Week

3. Project 6-45, COM Space Study - At request of DD/I an analysis of over-crowding in COM and appropriate recommendations for improvement. (DD/I-DCI, 15 November)

4. NS-1046, Request for ELINT T/O Increase for O.I and SO. (15 Nov.)

5. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. (ELINT Staff Officer, 1 December)

6. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. (DD/P, 1 Jan.)

7. Project 6-61, Management Audit of CIA Watch Office. (DD/I, 10 December)

8. Project 6-55, Reorganization of Acquisitions Branch, CIA Library. (15 December)

9. Project 6-56, Study of Workload Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian). (15 November)

10. NS-1060, Transfer of Ceiling from O.I to DD/P for Secretary, Senior DD/I Representative. (8 November)

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Assignments Inactive This Week

25X1A9a 11. Project 6-65, Management Survey of Technical Information Unit, Editorial Branch, [REDACTED] (1 December) 25X1A7b

25X1A9a 12. Project 6-54, Examination of Proposed OII Reorganization. [REDACTED] (AD/ER, 31 December) 25X1A9a

25X1A9a 13. Examination of Organization and Functions of Photo Intelligence Division, OII. [REDACTED] (1 January)

25X1A9a 14. Assistance to DDI in Reduction of T/O and Ceiling and Necessary Related Realignments. (Ass't. to the DDI (Admin)) [REDACTED] (1 Jan.) 25X1A9a

25X1A9a 15. Project 6-63, Examination of Proposed OII Reorganization. [REDACTED] (15 November) 25X1A9a

25X1A9a 16. Assistance to Chief, Business Machines Service in determining possibilities for use of electronic computers in DDI. [REDACTED] (31 December) 25X1A9a

25X1A9a 17. Manpower Utilization, Combination of DDI/OCR-RI. [REDACTED] (DDA, 1 November) 25X1A9a

Training

25X1A9a 18. Effective Writing - 2 hours [REDACTED] 25X1A9a

25X1A9a 19. OAM Conference Meeting on "Reporting to Top Management" - 1 hour [REDACTED]  
1 hour [REDACTED]  
1 hour [REDACTED] 25X1A9a

25X1A9a 20. Conference Leadership - 6 hours [REDACTED] 25X1A9a

[REDACTED] 25X1A9a

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